

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is <http://www.gsaadvantage.gov>

**GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES**

FSC GROUP: 70

Founded in 1984, **TelData Communications, Inc** provides top quality services in the information technology, network infrastructure, telecommunications, enterprise architecture, computer hardware, and records management arenas. We specialize in one-stop network architecture solutions to design, implement, and integrate all of your voice, data, internet and communications requirements

From our initial meeting to project conclusion our goal is to help you transition into technologies that make you more efficient and increase productivity while lowering your operational expenses. TelData will examine your whole operation and provide easily understandable recommendations to integrate and streamline all of your communications - voice, video, data, Internet, and security. All of this can be done without impacting your capital expenditures budget. We invite you to experience the same exceeding of expectations that TelData has provided to all of our customers.

TelData Communications, Inc

19211 Chennault Way

Gaithersburg, MD 20879-4787

301-670-0122 - 301-926-4659 Fax

www.teldata.net or rinfo@teldata.net

Contract Number:

GS-35F-0594R

Period Covered by Contract:

May 20, 2005 through May 19, 2020

Current through P0-0007, effective April 29, 2015

Social Economic status: Small business concern.

List of Mass Mod Approvals

Title #	Description	Acceptance Date
A013	Schedule 70 Refresh 24	10/7/2009
A095	Schedule 70 Refresh 26	8/17/2010
A112	Authorized Negotiators	4/15/2011
A160	Schedule 70 Refresh 27	7/28/2011
A188	Schedule 70 Refresh 28	7/28/2011
A197	Schedule 70 Refresh 29	12/5/2012
A215	Schedule 70 Refresh 30	3/1/2013
A308	Schedule 70 Refresh 31	3/29/2013
A344	Removal of Clause I-FSS-125	5/21/2014
A345	Schedule 70 Refresh 32	5/21/2014
A377	Schedule 70 Refresh 33	10/9/2014
A403	Schedule 70 Refresh 34	1/16/2015

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN):

132-51 - Information Technology Professional Services – See pages 5 to 14.

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

Technical Draftsperson/CAD I - \$56.04 per hour

1c. HOURLY RATES (Services Only): See page 14.

2. MAXIMUM ORDER: \$500,000

3. MINIMUM ORDER: \$100.

4. GEOGRAPHIC COVERAGE: *Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

The Geographic Scope of the Contract will be domestic and overseas delivery.

5. POINT(S) OF PRODUCTION: Gaithersburg, MD, Montgomery County.

6. **DISCOUNT FROM LIST PRICES:** Prices shown are NET Prices; Basic Discounts have been deducted.
7. **QUANTITY DISCOUNT(S):** N/A
8. **PROMPT PAYMENT TERMS:** 1/2% - 20 days from receipt of invoice or date of acceptance, whichever is later.
- 9a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** None.
- 11a. **TIME OF DELIVERY:** As mutually agreed.
- 11b. **EXPEDITED DELIVERY:** As negotiated on the task order level.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** As negotiated on the task order level.
- 11d. **URGENT REQUIRMENTS:** As negotiated on the task order level.
12. **FOB POINT:** DESTINATION.
- 13a. **ORDERING ADDRESS:** 19211 Chennault Way, Gaithersburg, MD 20879-4787.
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **PAYMENT ADDRESS:** 19211 Chennault Way, Gaithersburg, MD 20879-4787.
15. **WARRANTY PROVISION:** Workmanlike manner.
16. **EXPORT PACKING CHARGES:** Not applicable.
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Accepted at or below and above the micro-purchase level.
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:
See pages 5 to 9.

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT:

The EIT standard can be found at: www.Section508.gov/.

25. DUNS NUMBER: 555452622

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM OF AWARD MANAGEMENT (SAM) DATABASE: Yes.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

(SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the

schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

PROGRAM MANAGER

Minimum/General Experience

Three years of progressively more difficult Information Technology design and installation services management experience. Two of the three years shall include a combination of planning, designing, developing, managing, implementing, and maintaining WAN/LAN/VOICE infrastructure and maintenance for IT systems.

Managed IT contract support operations including multiple projects. Organized, directed, and coordinated planning and production of all contract support activities. Demonstrated the ability to communicate effectively both orally and in writing for the management, planning, and complete control of all projects. Formulated and reviewed project feasibility studies and determined project cost. Interprets policies, purpose, and goals of the organization to subordinates.

Functional Responsibility

May serve as the Contract Task Manager and shall be the contractor's authorized contact point with the Government Contracting Office and the Contracting Officer's Technical Representatives (COTRs). The Program Manager shall be the interface between Government management personnel and contractor managers. The Program Manager is responsible for formulating and enforcing work standards; assigns schedules and reviews work discrepancies and communicates policies, purpose, and goals of the organization to subordinates. The Program Manager shall be available at all times to manage performance under this contract.

Minimum Education/Experience

Bachelor's degree or an additional two years' experience in Information Technology design and installation services. A minimum of one year experience of a combination of planning, designing, developing, implementing, and maintaining WAN/LAN/VOICE infrastructure and maintenance for IT systems.

PROJECT MANAGER II

Minimum/General Experience

Three years of Information Technology design and installation services. One of the three years shall include a combination of planning, designing, developing, implementing, and maintaining WAN/LAN/VOICE infrastructure and maintenance for IT systems.

Functional Responsibility

Manages IT contract support operations including multiple projects. Organized, directed, and coordinated planning and production of all contract support activities. Ability to communicate effectively, both orally and in writing, to be able to manage, plan, and control all projects.

A Project Manager may perform the following tasks:

- Attend project meetings to determine clients requirements and schedules
- Examine and interpret clients' plans or arrange the drawing of plans to meet building and task requirements/regulations
- Submit estimates and quotes for the project to clients
- Arrange submission of plans to local authorities for approval and arrange inspections of building work
- Organize and schedule technicians to carry out all stages of task and calculate quantities of material required for projects and order these from suppliers or obtain bids from subcontractors.
- Arrange delivery times of materials to coincide with various stages of the building process
- Supervise the work of subcontractors to make sure buildings are of an acceptable standard and are proceeding according to schedule
- Perform quality inspections of all work performed on specific task
- Co-ordinate the activities of office staff involved in the preparation and payment of accounts
- Undertake some of the task work personally.

Minimum Education/Experience

Bachelor s degree or an additional Two years' experience in Information Technology services.

PROJECT MANAGER I

Minimum/General Experience

Two years of Information Technology design and installation services. One of the two years shall include a combination of planning, designing, developing, implementing, and maintaining WAN/LAN/VOICE infrastructure and maintenance for IT systems.

Functional Responsibility

Manages IT contract support operations for single projects. Organized, directed, and coordinated planning and production of all contract support activities. Demonstrated the ability to communicate effectively both orally and in writing for the management, planning, and complete control of all projects.

A Project Manager may perform the following tasks:

- Attend project meetings to determine clients requirements and schedules
- Examine and interpret clients' plans or arrange the drawing of plans to meet building and task requirements/regulations
- Submit estimates and quotes for the project to clients
- Arrange submission of plans to local authorities for approval and arrange inspections of building work
- Organize and schedule technicians to carry out all stages of task and calculate quantities of material required for projects and order these from suppliers or obtain bids from subcontractors.
- Arrange delivery times of materials to coincide with various stages of the building process
- Supervise the work of subcontractors to make sure buildings are of an acceptable standard and are proceeding according to schedule
- Perform quality inspections of all work performed on specific task
- Coordinate the activities of office staff involved in the preparation and payment of accounts
- Undertake some of the task work personally.

Minimum Education/Experience

Bachelor s degree or an additional Two years' experience in Information Technology services.

VOICE/DATA ENGINEER III

Minimum/General Experience

Three years of experience in the installation of cable plants and workstation/electronic component integration and configuration including installation and testing procedures for LAN/Telecommunications installations.

Functional Responsibility

Works independently on all cable plant installations, workstation connections and integration of hardware/software for LANS and Telecommunications systems. Responsible for developing configuration, installation, and testing procedures for LAN and Telecommunications system installations. Supervises Voice/Data engineers and/or monitors their work.

Minimum Education/Experience

Bachelor s degree or an additional Two years' experience in Information Technology services or completion of a certificate program in a Voice/Data communications field.

VOICE/DATA ENGINEER II

Minimum/General Experience

Two years' experience in the installation of cable plants, workstation/electronic component integration and configuration, installation and testing procedures for LAN/ Telecommunications installations.

Functional Responsibility

Under general supervision and as a part of a team, performs cable plant installations, workstation connection, and integration of hardware/software for LAN/Telecommunications systems. Responsible for configuration, installation, and testing of installed LAN/Telecommunications Systems.

Minimum Education/Experience

Bachelor's degree or an additional Two years' experience in Information Technology services or a certificate program in a Voice/Data communications field.

VOICE/DATA ENGINEER I

Minimum/General Experience

One year experience in the installation of cable plants, workstation/electronic component integration and configuration including installation and testing procedures for LAN/Telecommunications installations.

Functional Responsibility

Under general supervision and as a part of a team, performs cable plant installations, workstation connection, and integration of hardware/software for LAN/Telecommunications systems. Responsible for configuration, installation, and testing of installed LAN/Telecommunications Systems.

Minimum Education/Experience

Bachelor's degree or an additional Two years' experience in Information Technology services or a certificate program in a Voice/Data communications field.

APPLICATIONS ASSURANCE QUALITY CONTROL SPECIALIST II

Minimum/General Experience

Two years of experience performing systems analysis work involving the design, development, maintenance, and installation of telecommunication and data transmission systems. Experienced in the resolution of complex technical problems involving the design, development, maintenance, and installation of telecommunication and data transmission systems. Experience in the installation techniques of EIA/TIA 568A structured cable systems.

Functional Responsibility

Provide overall guidance for the design and development of computer systems communications including networks and telecommunications. Evaluates and recommends courses of action on the requirements and the specifications for the data communication systems and/or networks. Provides technical advisory assistance pertaining to the design, development, and installation of unique data transmission systems. Develops policies and standards governing the operation and management of voice and data communications programs and systems.

Minimum Education/Experience

Bachelor's Degree or two years additional experience in quality review and assurance functions for communications (VOICE/DATA) infrastructure. BICSI certification may be substituted for bachelor's degree.

APPLICATIONS ASSURANCE QUALITY CONTROL SPECIALIST I

Minimum/General Experience

One year of related experience in the discipline of communications. Must be knowledgeable in the preparation or modification of quality assurance procedures to ensure compliance with customer specifications. Must have experience in the review of test procedures, and in the conduct and design of inspection and test procedures specific to LAN/Telecommunications infrastructure cabling and network implementation. Must have experience in the analysis of test inspection data obtained to determine that the work performed completely accomplished specified requirements.

Functional Responsibility

Assist in the preparation or modification of quality assurance procedures to ensure compliance to customer specifications. Reviews test procedures. Aids in the conduct and documentation of in-house tests prior to formal witnessed tests. Analyzes test and inspection data obtained (using official and approved procedures) to ascertain that the test or inspection completely accomplished the specified requirements. Documentation of in-house tests prior to formal witnessed tests.

Minimum Education/Experience:

Bachelor's Degree or two years additional experience in quality review and assurance functions for communications (VOICE/DATA) infrastructure. BICSI certification may be substituted for bachelor's degree.

TECHNICAL DRAFTSPERSON/CAD II

Minimum/General Experience

Two years of computer-aided design (CAD) drafting experience with at least one year of experience in the use of CAD tools to produce and design as-built drawings for cable plant implementation and visiting project sites to gather envisioned designs and converting this information into a preliminary design/drawing.

Functional Responsibility

Works with CAD tools preparing design and as-built drawings for cable plant implementation documentation. Operates CAD equipment and acts as a technical draftsman with the capability of making the appropriate design and formatting decisions. Familiar with common CAD packages and able to read and interpret cabling and network diagrams as well as building diagrams and floor plans.

Minimum Education/Experience

Bachelor's degree or drafting software certification or two years of additional Information Technology services experience.

TECHNICAL DRAFTSPERSON/CAD I

Minimum/General Experience

One year of computer-aided design (CAD) drafting experience with at least six months of experience in the use of CAD tools to produce design and as-built drawings for cable plant implementation.

Functional Responsibility

Works with CAD tools preparing design and as-built drawings for cable plant implementation documentation. Operates CAD equipment and acts as a technical draftsman with the capability of making the appropriate design and formatting decisions. Familiar with common CAD packages and able to read and interpret cabling and network diagrams as well as building diagrams and floor plans.

Minimum Education/Experience

Bachelor's degree or drafting software certification or two years of additional Information Technology services experience.

NETWORK/CTI ENGINEER II

Minimum/General Experience

Three years of progressively more difficult Data network/Voice Over IP(VOIP) /Wireless systems design and installation of integrated services. A minimum of one year experience of a combination of planning, designing, developing, implementing, and maintaining WAN/LAN/VOICE infrastructure and maintenance for IT systems.

Functional Responsibility

Plans, evaluates, coordinates and provides the installation of local and or remote voice communications equipment such as terminals, modems, video conferencing units, facsimiles, pagers, and voice and electronic mail systems. Oversees voice network reconfiguration. Ensures what all software including network control programs satisfy the communications needs covering both the hardware and software installed. Develops or assists in the development of standards for carrier service and equipment. Prepares or ensures that appropriate network documentation exists, including operational instructions. Provides monitoring and voice network analysis regarding short and long-range planning for in-house systems. May design networks or portions of networks that include selection of hardware and software packages.

Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a relatively long-term perspective, for desired results.

Minimum Education/Experience:

Bachelor s degree or two years of additional Information Technology services experience or a certificate program in a Voice/Data communications field.

NETWORK/CTI ENGINEER I

Minimum/General Experience

One year of progressively more difficult Data network/Voice over IP(VOIP) /Wireless systems design and installation of integrated services. A minimum of six months of experience maintaining WAN/LAN/VOICE infrastructure and maintenance for IT systems.

Functional Responsibility

Provides the installation of local and or remote voice communications equipment such as terminals, modems, video conferencing units, facsimiles, pagers, and voice and electronic mail systems. Oversees voice network reconfiguration. Ensures what all software including network control programs satisfy the communications needs covering both the hardware and software installed. Develops or assists in the development of standards for carrier service and equipment. Prepares or ensures that appropriate network documentation exists, including operational instructions. Provides monitoring and voice network analysis regarding short and long-range planning for in-house systems. May design networks or portions of networks that include selection of hardware and software packages. Works under general supervision and independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy in meeting objectives.

Minimum Education/Experience

Bachelor s degree or two years of additional Information Technology services experience or a certificate program in a Voice/Data communications field.

ADMINISTRATIVE SPECIALIST

Minimum/General Experience

One year experience in the performance of office and administrative work. Must be proficient in the use of personal computers, printers, and common office software applications such as word processing, spreadsheet, or database programs.

Functional Responsibility

Performs word-processing, filing, administrative, and clerical duties of both routine and complex natures; and assembles technical and administrative documents from rough draft through final production. Receives and distributes incoming correspondence and assists in preparing reports and other required documents.

Minimum Education/Experience:

High School Diploma or General Equivalency Diploma (GED) and a minimum of six months secretarial/administrative assistant experience.

TelData Communications, Inc (Ordering Activity Location) Rates

Labor Category	GSA Rate
Program Manager	\$128.77
Project Manager II	\$112.08
Project Manager I	\$96.58
Voice/Data Engineer III	\$75.09
Voice/Data Engineer II	\$68.37
Voice/Data Engineer I	\$61.64
Applications Assurance Quality Control Specialist II	\$72.85
Applications Assurance Quality Control Specialist I	\$69.49
Technical Draftsperson/CAD II	\$80.70
Technical Draftsperson/CAD I	\$56.04
Network/CTI Engineer II	\$106.48
Network/CTI Engineer I	\$95.27
Administrative Specialist	\$45.95